



OVERHEAD & EXPENSE WORKSHEET

Category	Line Item	Amount	
1. Property Rent & Mortgage Expenses	Property Rent	\$	
	Mortgage Expense - Primary	\$	
	Mortgage Expense - Secondary or Other	\$	
	Leasehold Improvement	\$	
	Association Dues	\$	
	Real Estate Taxes	\$	
	TOTAL	\$	
2. Leases - Equipment & Other	Lease 1	\$	
	Lease 2	\$	
	Lease 3	\$	
	Lease 4	\$	
	Lease 5	\$	
	Lease 6	\$	
	Lease 7	\$	
	Lease 8	\$	
	TOTAL	\$	
3. Loans & Lines of Credit	Loan Payment	\$	
	TOTAL	\$	
4. Credit Cards	<p>Note: If you are carrying a balance on your office credit cards, list the minimum payments below. If you use the credit cards for other expenses detailed in this worksheet and pay it off in full each month, list the expenses in the other sections provided and do not include them here.</p>	Credit Card Payment	\$
		Credit Card Payment	\$
		Credit Card Payment	\$
		Credit Card Payment	\$
		Credit Card Payment	\$
		Credit Card Payment	\$
		Credit Card Payment	\$
		Credit Card Payment	\$
		Credit Card Payment	\$
		TOTAL	\$

5. Insurance Coverage	Malpractice/Professional Liability	\$
	Work Comp	\$
	Group Health	\$
	Disability	\$
	Employment Practices Liability	\$
	General Liability	\$
	Property Insurance	\$
	Cyber Liability	\$
	Auto	\$
	Insurance - other	\$
	TOTAL	\$
6. Outside Services	Accountant	\$
	Lawyer/Legal Services	\$
	HR Services	\$
	Cleaning Service	\$
	Dry Cleaning & Laundry	\$
	Hazardous Waste Disposal	\$
	Payroll Service	\$
	Temporary Help Agencies	\$
	IT Support	\$
	Patient Retention/Confirmation Service	\$
	Lawn/Landscaping Services	\$
	Practice Management Software Support & Training	\$
	Answering Service	\$
	Insurance Filing/Verification Service	\$
	Outside Service - other	\$
	Outside Service - other	\$
	TOTAL	\$
7. Utilities & Services	Gas & Electric	\$
	Water	\$
	Sewer/Garbage	\$
	Cable/Internet	\$
TOTAL	\$	
8. Phones	Practice Phone Bill	\$
	Cell phone(s)	\$
	Pager service	\$
	Phone/messaging systems - other	\$
	Phone/messaging systems - other	\$
	Phone/messaging systems - other	\$
TOTAL	\$	
9. Dues - Professional Associations & Societies	ADA Dues (include additional moneys paid above yearly members dues)	\$
	AGD Dues	\$
	County Association Dues	\$
	City Association Dues	\$
	Dues - other	\$
TOTAL	\$	

	Other	\$
	TOTAL	\$
12a. Staff Payroll related taxes	Company FICA*	\$
	State Unemployment (% varies by company)	\$
	Federal Unemployment	\$
	Local Taxes	\$
	Taxes - other	\$
	Taxes - other	\$
	STAFF PAYROLL TAXES	\$
	TOTAL PAYROLL EXPENSES	\$
13. Associate Payroll Expenses	Associate Doctor 1	\$
	Associate Doctor 2	\$
	Associate Doctor 3	\$
	Associate Doctor 4	\$
	Associate Doctor 5	\$
	Specialist 1	\$
	Specialist 2	\$
	Specialist 3	\$
	Other Associate Doctor(s)	\$
	TOTAL	
13a. Associate Payroll Taxes	Company FICA*	\$
	State Unemployment (% varies by company)	\$
	Federal Unemployment	\$
	Local Taxes	\$
	Taxes - other	\$
	Taxes - other	\$
	ASSOCIATE DOCTOR PAYROLL TAXES	\$
	TOTAL ASSOCIATE PAYROLL EXPENSES	\$
14. Owner/Doctor Compensation	Owner/Doctor/Partner 1	\$
	Owner/Doctor/Partner 2	\$
	Owner/Doctor/Partner 3	\$
	Owner/Doctor/Partner 4	\$
	Owner/Doctor/Partner 5	\$
	Owner/Doctor/Partner 6	\$
	TOTAL	\$
14a. Owner/Doctor Payroll Taxes	Company FICA*	\$
	State Unemployment (% varies by company)	\$
	Federal Unemployment	\$

	Local Taxes	\$
	Taxes - other	\$
	Taxes - other	\$
	TOTAL	
	TOTAL OWNER/DOCTOR PAYROLL EXPENSES	\$
15. Pension/Retirement Plan Contributions	Company/Plan	\$
	Company	\$
	TOTAL	\$
16. Advertising	Website Design	\$
	Website Hosting/Maintenance	\$
	Search Engine Optimization Service	\$
	Google Ad Management & Ad Spend	\$
	Facebook Ad Management & Spend	\$
	Implant Funnel Management & Spend	\$
	Mailers/Flyers	\$
	Billboards/Signage	\$
	Referral Services (1800 DENTIST, ZocDoc, etc.)	\$
	TV Ads	\$
	Radio Ads	\$
	Newspaper/Magazine Ads	\$
	Video Production Costs	\$
	Advertising - other	\$
	TOTAL	\$
17. Public Relations & Promotions	Birthday cards	\$
	Seasonal mailings	\$
	Sponsorship of local organizations	\$
	Health Fairs	\$
	Newsletter printing & postage	\$
	Promotions - other	\$
	TOTAL	\$
18. Continuing Education	Clinical/OSHA compliance seminars & materials	\$
	Practice Management seminars and materials	\$
	Travel & accomodation expense	\$
	TOTAL	\$
19. Office Expenses	Office supplies	\$
	Stationary & envelopes	\$
	Clothing & uniform	\$
	Parking	\$
	Repairs & equipment maintenance	\$
	Entertainment & food	\$
	Postage	\$
	Office expense - other	\$
	Office expense - other	\$

	Office expense - other	\$
	Office expense - other	\$
	TOTAL	\$
20. Business Related Taxes	Tangible Personal (Business) Property Tax	\$
	Sales Tax	\$
	Taxes Other	\$
	Taxes Other	\$
	TOTAL	\$
21. Medical/Dental Supplies		\$
22. Lab Expenses		\$
23. Clear Aligner Lab Expenses		\$
24. Back Bills	Back bill	\$
Note: List any creditors you are on payment plans for. Include tax payment plans.	Back bill	\$
	TOTAL	\$
25. Expenses: Other	Other Expense	\$
Note: If anything was missed, please list it here.	Other Expense	\$
	TOTAL	\$

OVERHEAD & EXPENSE SUMMARY

SUMMARY	Rent & Mortgage Expenses	\$
	Lease Expenses	\$
	Loan & Lines of Credit	\$
	Credit Cards	\$
	Insurance Coverages	\$
	Outside Services	\$
	Utilities	\$
	Phones	\$
	Dues	\$
	Licensing	\$
	Subscriptions & Recurring Payments	\$
	Staff Payroll Expenses	\$

Associate Doctor Payroll Expenses	\$
Owner/Doctor Payroll Expenses	\$
Pensions/Retirement Plans	\$
Advertising	\$
PR & Promotions	\$
Continuing Education	\$
Office Expenses	\$
Business Related Taxes	\$
Medical/Dental Supplies	\$
Lab Expenses	\$
Clear Aligner Lab Expenses	\$
Back Bills	\$
Other Expenses	\$

Total Monthly Expenses	\$
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